

POSITION TITLE: PARKING & PARK PATROLLER (2 Positions)

Effective Date: April 2025

Position Type: Temporary Seasonal (CUPE 389)

Reports to: Chief Administrative Officer or designee

Positions Supervised: None

Wage: \$30.25 plus 12% in-lieu of benefits

POSITION SUMMARY

Reporting to the CAO, senior Bylaw Officer, or designee, the **Parking and Park Patroller** is responsible for enforcement of municipal bylaws pertaining to parking, park usage, and supporting the Bylaw Enforcement Officer on other bylaw enforcement matters from time to time. Work involves undertaking compliance duties from public education and outreach, to monitoring enforcement review and processing bylaw notices. Maintaining the enforcement section of the Roker website as required, sending out reminder letters, and sending delinquent notices to the collection's agency. The Parking and Park Patroller exercises significant independent judgement and completes all interactions and investigations with initiative, diplomacy, and tact.

HOURS OF WORK

Temporary Seasonal position up to five (5) months work between 30 – 40 hrs per week. This position requires flexible scheduling that includes evenings, weekends and statutory holidays.

OUR VALUES

- **Accountability** - we are individually and collectively transparent and take responsibility for our policies, our decisions and our actions.
- **Integrity** - we practice high standards of ethical conduct and open communication that inspire trust.
- **Respect** - we value people and treat everyone with dignity and fairness.
- **Service Excellence** - we strive to meet community needs and achieve high-quality results through teamwork, partnership, innovation and creativity.
- **Passion** - we approach our work with energy, conviction and enthusiasm.

KEY JOB DUTIES

Parking Enforcement

- Performs all duties in accordance with WorkSafe BC, and municipal policies and procedures.
- Interprets, explains, issues and enforces applicable bylaw notices and municipal tickets related to the work.
- Patrols all areas of the municipality and provides enforcement for vehicle infractions under municipal bylaws (may involve arranging for the towing/ impoundment of vehicles).
- Conducts bylaw related inspections of off-street parking lots as well as on-street zones.
- Confirms parking meter function.
- Prepares documentation for ticket violation disputes.
- Responsible for filling out forms, log sheets, collating counts and reporting work activity.
- Other related duties as required.

Parks Ambassador

- Patrols municipal parks to enforce and ensure public regulatory compliance.
- Provides information, education and assistance to park and hiking trail users.
- Monitors broken, damaged or dangerous park facilities, reporting any issues to the Public Works Manager or designee.

- Acts upon observed behaviours that are inconsistent with park regulations/ bylaws issuing warnings, notices, tickets or contacting the RCMP as necessary.
- Other related duties as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

1. Completion of Grade 12, supplemented by related coursework in subjects such as bylaw enforcement, inspections, conflict resolution and/or investigations, equivalent to one (1) year post secondary program supplemented by a minimum of one (1) year of related experience. An equivalent combination of education, training and/or experience may be considered.
2. A valid Class 5 Driver's Licence for the Province of British Columbia and a safe driving history.
3. Demonstrable working knowledge and understanding of bylaw enforcement under the *Community Charter* and *Local Government Act*.
4. Demonstrable knowledge of court documentation and legal notice requirements.
5. Demonstrable understanding and ability to interpret and apply bylaws, regulations, agreements and procedures to bylaw enforcement appropriately.
6. Demonstrable ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships and to diffuse hostility in an effective manner.
7. Demonstrable intermediate ability in the use of computer applications including the Microsoft Office suite.
8. Demonstrable attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and orderly fashion.
9. Demonstrable high level of focus on internal and external customer service, continuously seeking ways to meet and exceed expectations, while exercising sound judgement and initiative.
10. Demonstrable ability to work cooperatively within a team and with municipal employees, stakeholders and partners to achieve optimal results.
11. Ability to work both independently and interdependently
12. Ability to successfully clear a Police Information Check (PIC).

JOB PROVISIONS

- Required to provide own reliable vehicle (mileage reimbursed) and will be required to apply magnetised Bylaw Enforcement Signage during the working period.

Please submit your resume and cover letter electronically to the attention of:

Village of Lions Bay
Ross Blackwell, CAO
PO Box 141, 400 Centre Road
Lions Bay, BC, V0N 2E0
Email: office@lionsbay.ca

We want to thank all applicants; however, only those chosen for an interview will be contacted.